

# **DUTY STATEMENT**

## **DEPARTMENT OF STATE HOSPITALS – PATTON**

**JOB CLASSIFICATION: AUTOMOTIVE EQUIPMENT OPERATOR I**

### **1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES**

Performs various assignments in the daily operation of the Motor Pool Department involving essential administrative and patient care services; operates and services automotive equipment; performs general laboring work; and performs other duties as assigned.

- 80%
  - Loads, unloads, and delivers various patient and hospital related items such as food, clean and dirty laundry, personal care items, patient property, postal packages, warehouse supplies, State property and equipment; and other correlated items utilizing box trucks, refrigerated food trucks, and light trucks.
  - Transports patients throughout the secured areas of the hospital utilizing a 24-passenger bus.
  - Collects refuse and recycling items throughout the hospital and delivers to the local landfill and recycling center by operating a refuse packer (trash truck).
  - Completes daily Pre-Trip inspections and maintains applicable logs.
- 10%
  - Conducts office moves, set-ups/take-downs for hospital special events, and other hospitals needs as required.
  - Services, fuels, washes, and vacuums passenger vehicles, light trucks, box trucks, refrigerated food trucks, refuse packer, transportation bus, and other automotive equipment.
  - Operates a forklift.
  - Practices a safe work environment
- 10%
  - Communicates proficiently with hospital staff and upper management.
  - Apply sustained work habits.
  - Work collectively as a team-player.
  - Work independently with minimal supervision.

### **2. SUPERVISION RECEIVED**

Under the direct supervision of the Automotive Pool Manager; and receives indirect supervision from the Automotive Equipment Operator II.

### **3. SUPERVISION EXERCISED**

Not Applicable.

### **4. KNOWLEDGE AND ABILITIES**

#### Knowledge of:

Operating and performing minor adjustments and repairs on trucks; and provisions of the Motor Vehicle Code pertaining to the operation of vehicles on the highway.

#### Ability to:

Load and unload vehicles correctly and safely; demonstrate good mechanical ability; and follow directions.

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### **5. REQUIRED COMPETENCIES**

#### Infection Control

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

#### Sexual Harassment

Awareness of issues to be avoided to provide a good working environment.

#### Fire, Life, and Safety

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

#### Special Incident Report (SIR)

Complete documentation as required for special incidents

#### Therapeutic Strategic Intervention (TSI)

Implement strategies that support a safe working environment and a therapeutic milieu for the patients we serve.

#### Cultural Awareness

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

#### Site Specific Competencies

Demonstrate ability to operate vehicles such as, trash, boom, bus, laundry, warehouse, food, property trucks and forklifts; follow posted speed limits ensuring extra caution is used in patient traffic; and complete Defensive Driving course every 4 years.

#### Technical Proficiency

Complete and pass annual instruction training on Safety and Operating of Refuse Packer (trash truck).

Required to complete and pass random drug/alcohol screenings regulated by the Department of Transportation.

### **6. LICENSE OR CERTIFICATION**

Possession of a valid Class B, California Driver License, to operate any single vehicle with three or more axles and any vehicle towing another vehicle weighing less than 6,000 pounds gross; a Passenger Endorsement to operate any bus designed to carry more than 15 passengers; and an Air Brake Endorsement to operate any vehicle with air brakes.

A medical exam is required by a certified healthcare professional and must be updated every two years, per vehicle code 12804.9.

### **7. TRAINING**

The employee is required to keep current with the completion of all required training.

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### 8. WORKING CONDITIONS

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and able to safely perform their essential job functions.

Employee is required to:

- Report to work on time and follow procedures for reporting absences.
- Maintain a professional appearance.
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients and the public.
- Comply with hospital policies and procedures.

_____ Employee Signature	_____ Print Name	_____ Date
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_____ Supervisor Signature	_____ Print Name	_____ Date
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_____ Reviewing Supervisor Signature	_____ Print Name	_____ Date
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